

OFFICE OR STAFF			OFFICE CODE		APPROVAL DATE		CONTROL NO.		Page 1 of 1 Pages	
GENERAL SERVICES			SECURITY INFORMATION		DEC 4 1953		CIA-RDP78-03568A000600020002-1			
DELETIONS			ADDITIONS			NET CHANGE		ORGANIZATION		
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)			
<u>RECORDS SERVICES DIVISION</u>			<u>RECORDS SERVICES DIVISION</u>							
<u>RECORDS MANAGEMENT AND DISTRIBUTION BRANCH</u>			<u>RECORDS MANAGEMENT AND DISTRIBUTION BRANCH</u>							
<u>RECORDS CENTER SECTION</u>			<u>RECORDS MANAGEMENT SECTION</u>							
Records Analyst	GS-306 5	L 168.01	Records Analyst	GS-306 11	L 318.04					
Records Analyst	GS-306 5	L 168.02	Records Analyst	GS-306 11	L 318.05					
			(To appear on T/O after	L 318.03)						
			Records Analyst	GS-306 9	L 163.08					
			(To appear on T/O after	L 163.07)						
<u>MAIL CONTROL SECTION</u>										
<u>MAIL UNIT</u>										
Mail Clerk	GS-305 6	L 174								
As requested by Chief, General Services in memorandum dated, 27 November 1953. Does not affect T/O strength.			25X1A9a							
NEW OFFICE TOTALS			APPROVAL							
T/O strength	25X9A2		The T/O changes listed above are hereby approved. Please make changes on office new machine printed T/O page(s) is							
			Chief, Class. & Wage Div.							
			TITLE							

Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020002-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification & Wage Division

DATE: 27 November 1953

FROM : Chief, General Services Office

SUBJECT: Request for T/O Changes

1. It is requested that the following changes be effected in the T/O of the Records Management and Distribution Branch, Records Services Division, General Services Office:

a. Records Management Section

Add: Two GS-306-11, Records Analyst
(i.a. Position No. L318)
One GS-306-9, Records Analyst
(i.a. Position No. L163)

b. Records Center Section
Records Center Unit

Delete: Position No. L168.01, GS-306-5, Records Analyst
Position No. L168.02, GS-306-5, Records Analyst

c. Mail Control Section
Mail Unit

Delete: Position No. L174, GS-305-6, Mail Clerk

2. These changes are requested due to the need for additional Records Analysts above the GS-5 level and to replace an incumbency allocation position formerly established in the Mail Control Section, which has now been vacated.

3. Anticipating the need for additional records analysts and due to the difficulty in locating individuals possessing these qualifications, we requested that security clearances be processed on several applicants referred to us in order that they would be available to call in when the need arose. We have now received information that full clearance can be completed very shortly on one of the analysts who possesses qualifications we have an urgent need for at this time.

4. It would be appreciated if the above changes could be effected as soon as possible in order that we will have a T/O position available when security clearance is received.

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